

Applying for a Mercantile (Business) License in the City of Long Beach

All business in the City of Long Beach are required to obtain a Mercantile License.

Licenses are valid from December 1st-November 30th.

Step 1: Building Department (3rd Floor, Room 304)

The applicant needs to file either a "Use Permit" or "Change of Use Permit"

- Use Permit: The form is required when the use of the property is the same as the previous occupant; i.e. restaurant to restaurant
- All information must be completed and the record owner of the building must sign the form.
- The Use Permit Fee is **\$75.00.**

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- Change of Use Permit and Waiver of Off-Street Parking: These forms are required when the use of the property is to be changed; i.e. hair salon to restaurant
- All information on the Change of Use Permit and Waiver of Off-Street Parking must be completed and the record owner of the building must sign these forms.
- The Change of Use Permit is **\$75.00.**

Note:

- On buildings with frontage of 20 feet or less, the applications may go before the City Council **twice; once for publication and once for voting**. The City Council Questionnaire must be completed by the Business Owner and submitted with the Change of Use Permit and Waiver of Off-Street Parking. Applicant **must be present** for Public Hearing.
- On buildings with frontage over 20 feet, it will be necessary for the applicant to go to the Zoning Board of Appeals. A denial letter will be issued with instructions for procedure.

Step 2: The City Clerk's Office (3rd Floor, Room 307)

- Mercantile License Application: The Mercantile License Application is a 2-sided form. Included on the application is the Corporate Information, Three Business References, Location Information, Emergency Contact Information and Square Footage. This 2-sided form must be signed by the business owner and their signature must be notarized. (We have notaries available in City Hall. There is a \$2 charge for their services.)
- Mercantile License Fee: The Mercantile License Fee vary based on the Category and Size of the business.
- Sanitation: All businesses must establish Commercial Sanitation accounts. The applicant can set up a Commercial Sanitation account with the City of Long Beach, through the Comptroller's Office or provide proof of an established Private (Sanitation) Carting Contract. We will accept a copy of a current contract or invoice. *The applicant must also check with the comptroller's Office and make sure all sanitation charges are paid up to

date for the business location. If there are outstanding sanitation charges, these charges must be paid in full prior to the issuance of the Mercantile License.

- Nassau Department of Health Permit. Businesses, such as Restaurants, Ice Cream and Tattoo Parlors must have filed permit applications with the Nassau County Department of Health prior to opening. For further information the Department of Health can be contacted at 516-227-9697.
- Fire/Merc Inspection: All businesses prior to opening must have a completed and passed Fire /Merc Inspection that is conducted by our Building Department. Any open construction permits must closed and Sign Fees, if any must be paid, prior to the issuance of the Mercantile License.

For further information, please feel free to contact the City Clerk's Office at 516-431-1002.